

STATEMENT OF FUNCTIONS

PERSONNEL DIVISION (COVERT)

1. The Chief, Personnel Division (Covert), shall:

Develop and administer an efficient and economical personnel management program relating to placement, processing, employee relations, and records for all covert personnel of Central Intelligence Agency, wherever situated, and certain overt personnel engaged in administering and servicing the covert functions, by means of:

- a. Formulating new or revised policies, procedures, standards, and programs, both internal and external;
- b. Coordinating efforts of the Division with all other operating and administrative elements of the Agency on activities within its sphere of activity;
- c. Advising and assisting operating officials in selecting the proper procedures to be followed to accomplish a specific mission or task insofar as personnel management is concerned;

25X1C4a

2. The Chief, Employee Relations Branch, shall:

Develop an efficient and economical program designed to create and maintain job and environmental satisfaction of all employees, by means of:

- a. Providing a professional counselling service on such matters as those relating to compensation, working conditions, employee-employer relationships, financial distress, recreation, and other personal problems;
- b. Conducting or coordinating special campaigns, appeals, meritorious awards programs, performance evaluation programs, performance standards programs, or other like activities as approved or directed by higher authority.

3. The Chief, Overseas Branch, shall:

25X1C4a

- b. Providing personal services and personnel information necessary to enable appropriate individuals to accomplish their foreign assignments, including, but not limited to, employment contracts, passports, home leave,

living conditions at post of duty, living and quarters allowances, compensation matters arising from injury or illness, and cover (including credit references);

c. Maintaining current records of overseas [REDACTED] 25X1C4a
[REDACTED], effecting periodic pay increases, promotions, transfers, reassignments, demotions, and separations; arranging for all movements of individuals either to, from, or within overseas areas; initiation of dispatches and cables, [REDACTED]

4. The Chief, Placement Branch, shall:

Develop an efficient and economical initial and in-service placement program to insure the best possible utilization of employee skills, aptitudes, experience, and training, in a widely diversified field covering world-wide operations, by means of:

a. Receipt, review, and evaluation of formal applications for employment, arrangement for and evaluation of tests and assessments, and recommendation to operating officials as to the most advantageous assignments;

b. Interviewing applicants and evaluating their capabilities and possibilities;

c. Administering a comprehensive in-service placement program by reviewing files and qualification standards and records pertaining to on-duty personnel to locate specific skills required for particular assignments and making proper recommendations to operating officials;

d. Maintaining constant liaison with operating officials so as to be currently aware of operating requirements and effect coordination of the pre-planning of recruitment and placement efforts to the greatest extent possible, including the implementation of a complete overseas rotation program;

e. Determining the need and arranging for appropriate tests and assessments of employees to affirm or deny patent or latent potentialities in furtherance of a program to insure maximum utilization of available skills;

f. Developing and maintaining a qualifications standards program which delineates the requirements for positions in terms of education, experience, skills, abilities, etc., with particular reference to those positions peculiar to the intelligence field for which regular civil service standards do not or can not apply.

5. The Chief, Transactions and Records Branch, shall:

Develop an efficient and economical system of processing of applicants for entry on duty, effecting subsequent changes in personal status, and necessary records and reports thereon, by means of:

a. Initiating requests for security clearance as required;

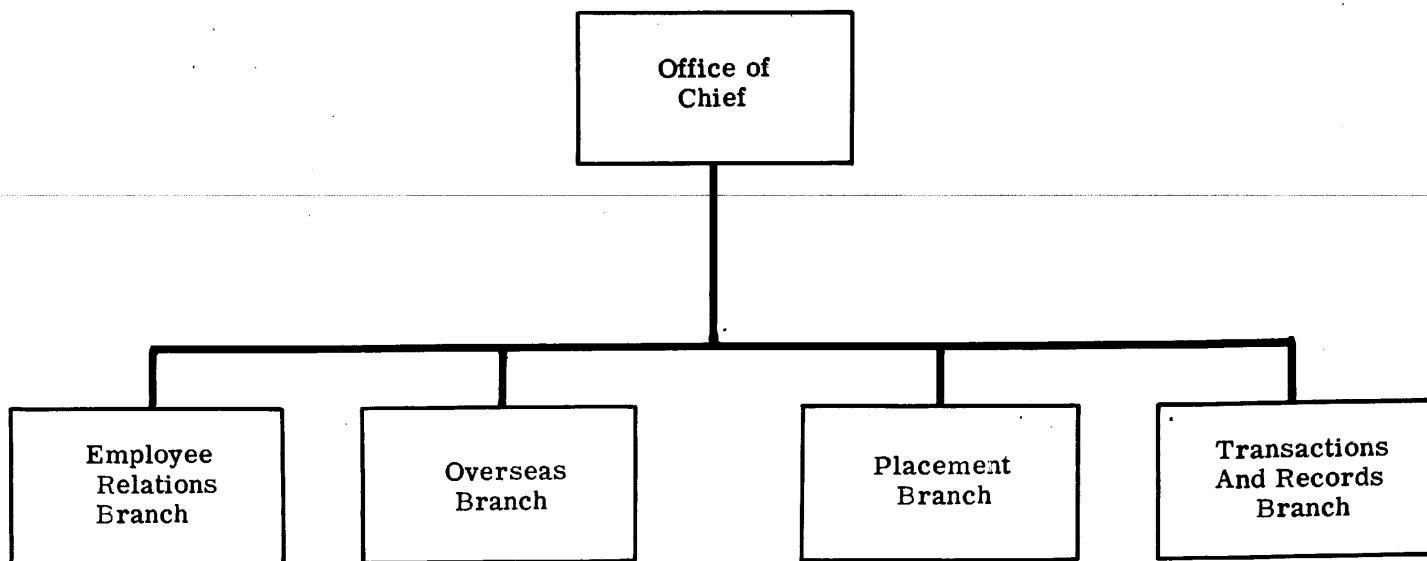
- b. Keeping applicants currently advised as to status of processing and scheduling entry on duty date with attendant completion of all necessary forms, affidavits, and official documents consummating the appointment process;
- c. Completing the necessary official documents effecting approved promotions, reassignments, transfers, demotions, and resignations;
- d. Maintaining necessary records and preparing appropriate documents and forms to effect periodic pay increases and performance records;
- e. Maintaining current inventory of Tables of Organization;
- f. Rendering such reports as are required and authorized;
- g. Maintaining the official employee files on all serviced elements;
- h. Receiving, distributing, and dispatching all mail for the Division.

SECRET

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SECRET

PRESENT ORGANIZATIONAL STRUCTURE OF COVERT PERSONNEL DIVISION



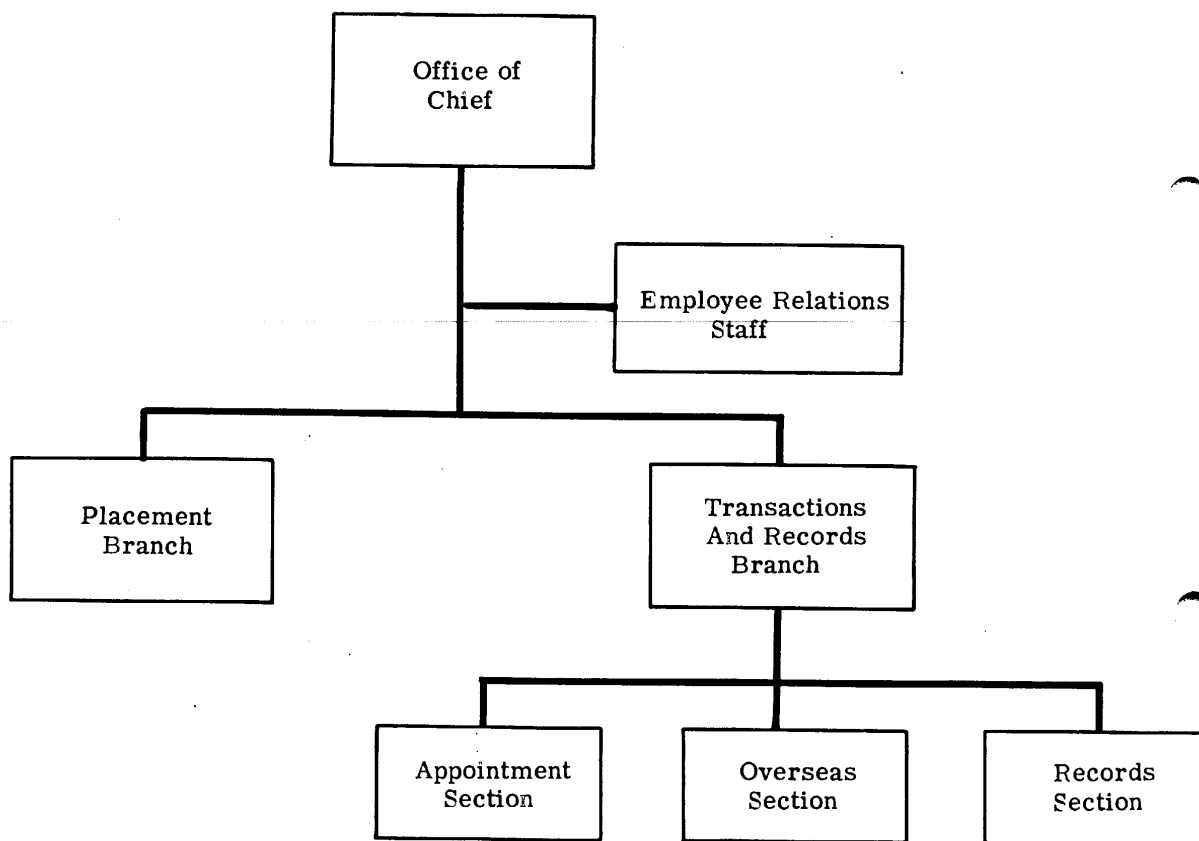
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PROPOSED ORGANIZATIONAL STRUCTURE OF COVERT PERSONNEL DIVISION



SECRET

NEW HIRE ROUTING SHEET

NAME:

DIVISION

OR

OFFICE:

	ACTION OFFICE	DATE RECEIVED	DATE DISPATCHED	INITIALS
1	Position Inventory, T&R			
2	Processing Control Clerk			
3	Correspondence Clerk			
4	Processing Control Clerk			
5	Placement Branch			
6	Processing Control Clerk			
7	Classification & Wage Administration Division			
8	Processing Control Clerk			
9	Chief, PDC / Chief, Placement Branch			
10	Processing Control Clerk			
11	Correspondence Clerk			
12	Processing Control Clerk			
13	Correspondence Clerk			
14	Processing Control Clerk			
15	Appointment Clerk			

Security

Date initiated _____

Date received _____ Type _____

Date received _____ Type _____

Date received _____ Type _____

Date received _____ Type _____

CONFIDENTIAL

E-X-P-E-D-I-T-E

SECRET

NAME _____

TYPE OF ACTION	TAB DATE	REMARKS
2ND INTERIM LETTER		30 DAYS AFTER 1ST INTERIM
SECURITY FOLLOW-UP		60 DAYS AFTER 1ST INTERIM
3RD INTERIM LETTER		75 DAYS AFTER 1ST INTERIM
SECURITY FOLLOW-UP		90 DAYS AFTER 1ST INTERIM

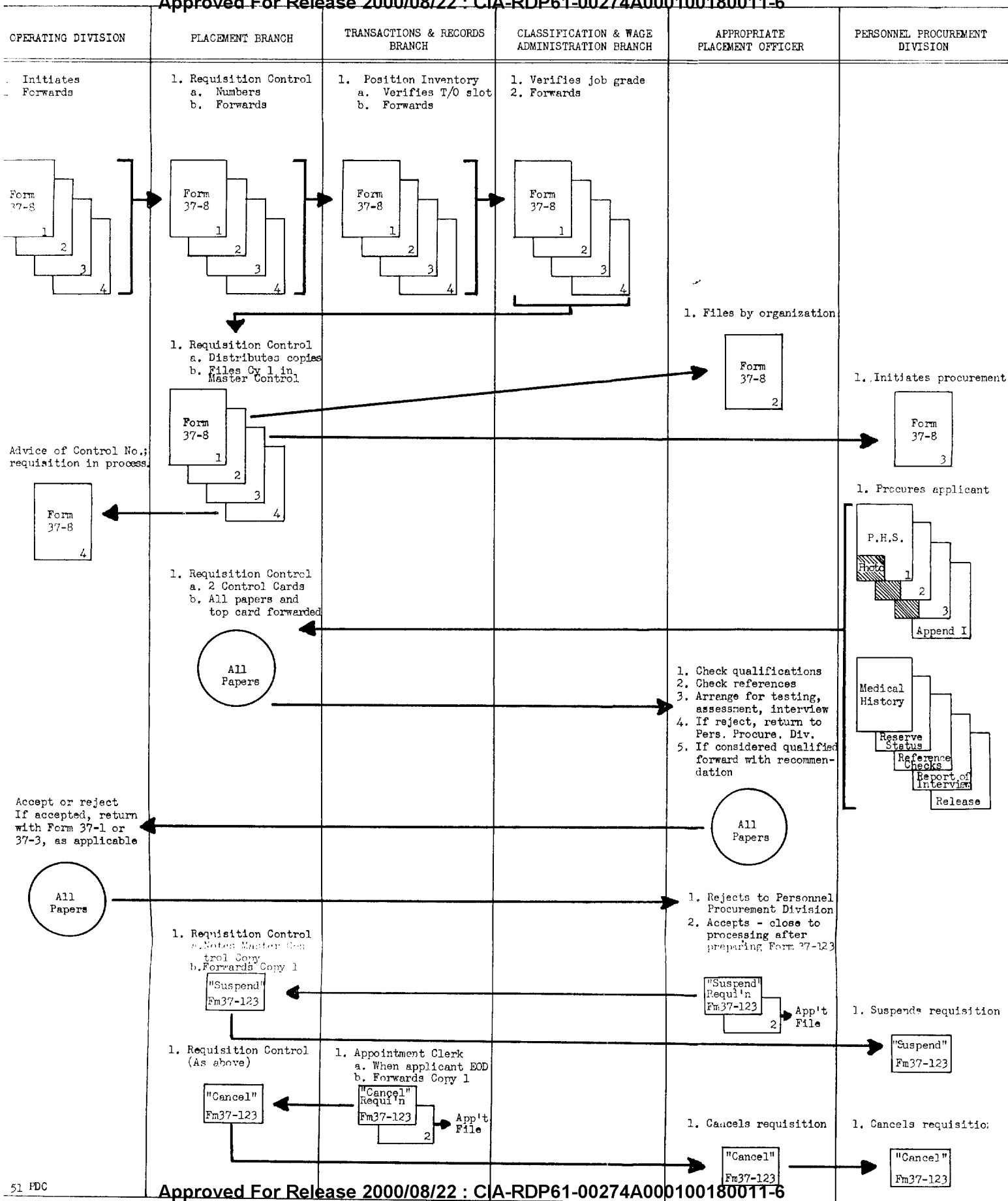
FORM NO. 37-127 (TEST) PROCESSING TICKLER CARD
APR 1951

(13)

NAME	OFFICE		GRADE
CHARGED TO:	OUT	IN	SECURITY
CORRESPONDENCE CLERK			INITIATED: _____
PLACEMENT BRANCH			RECEIVED: _____
CLASS. & WAGE ADM. DIV.			RECEIVED _____
SIGNATURE: CPDC CPB			RECEIVED _____

FORM NO. 37-128 (TEST) STATUS OF PROCESSING CARD APR 1951 (13)

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